

***State of Washington
Department of Transportation
Notice to Consultants
2005/2007 Statewide On-Call Rosters for Real Estate Appraisal and
Appraisal Review Services***

WSDOT intends to select Real Estate Appraisal Services consultants and negotiate On-Call agreements for transportation projects and services that could be used on either the Interstate or Non-Interstate highway systems for all WSDOT projects. All firms responding will be evaluated and ranked. All firms scoring 70% or more, of the maximum total available points will receive an agreement. Firms selected for On-Call consultants will receive an On-Call agreement for a six (6) year term. All agreements will be for \$1,500,000 each.

Project Description

The purpose is to have an unranked list of consultants capable of providing real estate appraisal and appraisal review services for a variety of property types including partial acquisition appraisals that conform to the federal and agency eminent domain appraisal standards and appraisals used in conjunction with leasing or disposal of agency property.

Firms that are currently on the Olympic Regions roster for On-Call Real Estate Appraisal and Appraisal Review services will not need to respond to this advertisement. Those contracts will grandfather into this roster development.

Firms submitting a Statement of Qualifications (SOQ) may submit for services as follows:

- For On-Call Real Estate Appraisal Services only;
- For On-Call Real Estate Appraisal Review Services only; or
- For both On-Call Real Estate Appraisal and Appraisal Review Services.

Each firm submitting a SOQ will must indicate on the cover of their submittals for which services they are applying.

Minimum Qualifications

The successful consultant must be a Principal Appraiser or have a Principal Appraiser on staff that complies with the following:

Appraiser:

- Licensed General Real Estate Appraiser in the State of Washington;
- On the WSDOT approved Appraiser List; and
- Minimum of five (5) years of appraisal experience and 60 client-accepted eminent domain appraisals of improved property of which at least thirty (30) are before and after appraisals.

Review Appraiser:

- Licensed General Real Estate Appraiser in the State of Washington; and
- On the WSDOT approved Review Appraiser list.

The professional capabilities of consultants must include appropriate license in the State of Washington.

Appraisers and Review Appraisers not meeting the minimum qualifications will be rejected.

Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. The agreement shall be terminated when the Agreement budget is exhausted or the Agreement time frame has expired.

This advertisement will remain open until further notice. All firms submitting before or on the submittal deadline in this Request for SOQ will be reviewed, scored, and awarded agreements based upon the 70% of total maximum points available rule. If the proposal is received after the original submittal deadline, WSDOT will be allowed 30 days after receipt to evaluate and award the agreement.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select consultants. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm;
2. Qualifications of Proposed Appraiser;
3. Sample Narrative Appraisal Report from appraiser and/or Determination of Value from Review Appraiser (the Determination of Value portion of this criteria will be given to the prospective Review Appraiser after submittal of SOQ, the Determination of Value will be completed and returned to WSDOT for evaluation within a WSDOT specified time frame);
4. Copy of General Real Estate Appraiser license for the State of Washington;
5. References/Past Performances; and
6. Cost Factors.

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

Submittals

Appraisers and Review Appraisers are invited to submit their SOQ at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11"

paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point. The sample appraisal and/or Determination of Value are **not** included in the maximum limitation.

A firm may submit a SOQ for more than one appraiser or review appraiser, but each appraiser and review appraiser must be treated as a separate submittal of a SOQ.

Your SOQ must be broken into two (2) separate packets. Your SOQ "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4, 5, and 6; and
- Your Submittal Information forms for the Prime Consultant and all Sub-Consultants that are part of the proposed team.

The page limitation does not apply to the front and back covers of "Packet A" all of "Packet B", and the sample appraisal and/or Determination of Value.

The SOQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, your firm, and the services you are applying for, (either, On-Call Real Estate Appraisal services; On-Call Real Estate Appraisal Review services; or On-Call Real Estate Appraisal/Appraisal Review services) clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Monday, May 30, 2005:

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7147. Questions on the appraisal process should be directed to Ms. Shirley Hughes at 360-705-7311.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, May 2, 2005, and Monday, May 9, 2005.

Submittal Due Date: Monday, May 30, 2005.